



**CITY OF HOUSTON**  
**APPLICATION FOR LICENSE TO DEAL IN**  
**MOTOR VEHICLES, TRAILERS, MOTOR VEHICLE PARTS AND ACCESSORIES**  
(Print or type all information)



Application is hereby made to you for an \_\_\_\_\_ License (See back for proper license name), and, in this behalf the following is made:

1. BUSINESS NAME \_\_\_\_\_  
(Attach copy of Assumed Name Certificate.)
2. ADDRESS OF BUSINESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_
3. EMAIL ADDRESS \_\_\_\_\_ Date business began at this location \_\_\_\_\_ PHONE # \_\_\_\_\_
4. Applicant is ( ) owner ( ) lease holder of property? If lease holder, give names and addresses of persons from whom you are leasing:  
\_\_\_\_\_

(Attach to this application a copy of the lease agreement or property deed, an engineered survey, and legal description of the property.)

5. If application is for an Automotive Storage Lot or Salvage Yard License, is your business property line within three hundred feet (300') of the property line of a church, school or residence? Yes ( ) or No ( ).
6. IF SOLE OWNER, LIST BELOW. IF PARTNERSHIP, LIST NAMES OF ALL PARTNERS; IF A CORPORATION, LIST NAMES AND TITLES OF THE OFFICERS OF THE CORPORATION; IF MARRIED, GIVE NAME OF SPOUSE. (Attach copy of corporate or partnership agreement.)

**IMPORTANT! PLEASE FILL IN ALL REQUIRED INFORMATION**

- A. FULL NAME \_\_\_\_\_ TDL \_\_\_\_\_ #SS# \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
RACE \_\_\_ SEX \_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ DOB \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_
- B. FULL NAME \_\_\_\_\_ TDL \_\_\_\_\_ #SS# \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
RACE \_\_\_ SEX \_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ DOB \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_
- C. FULL NAME \_\_\_\_\_ TDL \_\_\_\_\_ #SS# \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
RACE \_\_\_ SEX \_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ DOB \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

\_\_\_\_ 7. Has/have Applicant/s been in jail, imprisoned, or received deferred adjudication for any convictions within the last seven (7) years? Yes ( ) No ( )  
Initials If "yes", which applicant/s?  
\_\_\_\_\_

\_\_\_\_ 8. Has/have Applicant/s been convicted or received deferred adjudication within the past seven (7) years of a Felony or Misdemeanor, including DWI, but not traffic?  
Initials Yes ( ) No ( )  
If "yes", for what, where and when:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 9. Has/have Applicant/s received probation/parole for any of the above convictions? Yes ( ) No ( ) If "yes", explain:  
Initials \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 10. Are you in compliance with all deed restrictions that apply to your business address? Yes ( ) No ( )  
Initials (Attach copy of city Occupancy Permit.)

\_\_\_\_ 11. Previous business occupation/s for the past five years (Company, Location and Type):  
Initials \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 12. I understand that this application is an official government record. I understand that knowingly making a false entry or omitting required information in one or more of the above fields could result in criminal charges and the denial/revocation of my license.

Initials

Date Application Made \_\_\_\_\_

(X) \_\_\_\_\_

Signature & Title

(X) \_\_\_\_\_

Signature & Title

State of Texas  
County of Harris

\_\_\_\_\_, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.

Subscribed and sworn to before me this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in & for the State of Texas

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**FOR OFFICE USE ONLY**

Grant License Subject to Approval of:

Automotive Board of the City of Houston

Mail: Houston Police Department

Auto Dealers Detail

P.O. Box 3408

Houston, Texas 77253-3408

Office: Auto Dealers Detail

1002 Washington Ave.

Houston, Texas 77002

Phone: (832) 394-4800

Fax: (832) 394-4801

Revised 10/16/2012

**PLEASE INDICATE THE LICENSE APPLICABLE TO YOUR BUSINESS WITH A CHECK MARK**

\_\_\_\_\_ **RETAIL SUPPLY DEALER - RSD**

Business dealing in new automotive parts and accessories at retail prices only.

For example: Auto Part Stores, Grocery Stores, etc.

\_\_\_\_\_ **WHOLESALE JOBBER & RETAIL SUPPLY DEALER - WJ&RSD**

Anyone in the business of buying or selling new automotive parts and accessories at wholesale and retail prices. For example: Parts stores who not only sell retail to the public, but also sell wholesale.

\_\_\_\_\_ **WHOLESALE JOBBER & SUPPLY DEALER - WJ&SD**

Anyone in the business of buying or selling new automotive parts and accessories at wholesale prices only. For example: Part stores that sell only at wholesale prices.

\_\_\_\_\_ **MOTOR VEHICLE DEALER - MVD**

Anyone buying and selling motor vehicles: cars, trucks, motorcycles, trailers, any type of vehicle that is registered (licensed) for the highway. You do not rebuilt vehicles and sell them.

\_\_\_\_\_ **MOTOR VEHICLE & RETAIL SUPPLY DEALER - MV&RSD**

Anyone buying and selling motor vehicles: cars, trucks, motorcycles, trailers, any type of vehicle that is registered (licensed) for the highway, and, buying and selling new automotive parts and accessories at retail prices.

\_\_\_\_\_ **AUTOMOTIVE PARTS REBUILDER - APR**

Anyone that rebuilds transmissions, radiators, alternators, starters, or any other rebuildable automotive parts.

\_\_\_\_\_ **AUTOMOTIVE REBUILDER & DISMANTLER - AR&D**

Anyone who rebuilds used or secondhand motor vehicles or dismantles used or secondhand motor vehicles and sells the parts off them.

\_\_\_\_\_ **AUTOMOTIVE STORAGE LOT - SL**

Anyone storing wrecked, disabled, or repossessed vehicles on his lot.

\_\_\_\_\_ **AUTOMOTIVE REPAIR FACILITY - ARF**

Any person who engages in, conducts, or carries on the public business of repairing motor vehicles or motor vehicle trailers, or both, including businesses that replace parts or fluids. You do not rebuild vehicles or remove parts from one vehicle to repair another.

\_\_\_\_\_ **USED PARTS AND USED ACCESSORY DEALER - UP&UAD**

Anyone in the business of buying or selling used parts and accessories at wholesale or retail prices. For example: persons buying or selling used motor vehicle parts, seats, radios, tires, wheels, tailgates, glass tops or hubcaps.

\_\_\_\_\_ **BODY SHOP FACILITY WITH STORAGE PRIVILEGES - BSFWSP**

Any Person who operates an automotive repair facility that is primarily a body shop and has qualified under division 4 of this article to provide storage of customer vehicles for not more than 30 days in exchange for a fee pending the repair or other disposition of the vehicles.

**PLEASE SEE CHAPTER 8 OF THE CODE OF CITY ORDINANCES FOR ANY ADDITIONAL INFORMATION. CHAPTER 8 DESCRIBES THE RULES AND REGULATIONS THAT WILL GOVERN YOUR BUSINESS.**

THE STATE OF TEXAS

COUNTY OF HARRIS

Deed Restriction and Law Compliance Affidavit

Before me the undersigned authority on this day personally appeared

\_\_\_\_\_/\_\_\_\_\_  
(Name) (Business Name)

who being first duly sworn by me deposed and said:

I understand and agree that it is my responsibility to comply with all deed restrictions and city, state, and federal laws, regulations or ordinances concerning any activity authorized by the license, permit, or certificate, requested in the application to which this affidavit appertains and concerning any land or place where such activities may be conducted.

I also understand and agree that the City of Houston by issuing the license, permit or certificate for which I am applying does not excuse or approve of any violation of deed restrictions, or of city, state, or federal laws, regulations or ordinances and that the license, permit, or certificate will be void in the event that it is used in violation thereof.

I fully understand that if the permit, license or certificate for which I applying is issued, the City of Houston or any other appropriate entity may institute legal proceedings against me if I violate any deed restriction, or any city, state or federal law, regulation or ordinance.

To the extent that this affidavit is made on behalf of a corporation or for the benefit of any persons other than myself, I certify that I have fully advised them of the extent of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

To certify which, witness my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for  
the State of Texas

My Commission expires:

\_\_\_\_\_